

17 June 1977

STAT
3-1-77
FBIS

MEMORANDUM FOR: Chief, Information Systems Analysis Staff, DDA

SUBJECT : Supplemental Distribution - FBIS Reports

1. The Foreign Broadcast Information Service concurs in your recommendation that FBIS Reports be eliminated from the Supplemental Distribution program at the Agency Records Center. While this will cause us some inconvenience, we will be able to service our consumer requests internally or use OCR when needed.
2. In paragraph 3(a) please note that the total collection of Daily Reports is not on microfiche as stated. The reports for the period 1941 through 1973 are on reel microfilm, and since 1974 on microfiche.
3. In reference to paragraph 5, second sentence, FBIS requires that the Agency Archives retain as the record copy the bound paper copies of the Daily Reports 1941-1959, as well as hard paper copies of subsequent Daily Reports and of TRENDS and its related publications which will be retired to the Archives in the future.

22 June 1977

[redacted]
Records Management Officer, FBIS

In the telephone conversation between the undersigned and [redacted] FBIS/RMO, it was decided that elimination of FBIS supplemental distribution reports from the Agency Records Center would take effect on 5 July 1977. On this date the Records Center is authorized to destroy all copies in storage and any copies subsequently received from P&PD. P&PD will no longer be required to send paper copies to the Records Center after this date, therefore, FBIS will eliminate this requirement from the distribution list sent to P&PD.

[redacted]
Chief, Micrographics Program Branch

cc: [redacted]